



## SEASONAL/PART-TIME PARK CARETAKER

*Department of Public Works*

Applications must be received via mail, fax, e-mail or in person by  
5:00 p.m. on November 12, 2004. POSTMARKS ARE NOT ACCEPTED.

Public Works Park Operations is looking for a seasonal/part-time employee to serve as Park Caretaker for their Daybreak Park. The park is located at 26401 N.E. Daybreak Road. The individual selected for this position will live on site, providing surveillance when the park is closed. Other responsibilities include general park supervision, custodial maintenance, and public relations. Additionally, will check parks for safety and serviceability, alert maintenance personnel to problems, lock and unlock park gates and provide a visible presence when maintenance employees are not on site.

### QUALIFICATIONS

The successful candidate will have the following qualifications:

- Must live on-site
- 18 years of age or older
- Proof of valid drivers license and current auto liability insurance
- Excellent customer service skills
- Demonstrated responsiveness and timeliness to customer request/inquiries
- CPR/First Aid certification is a plus
- The successful candidate will be required to pass the Washington State Patrol Criminal History background check prior to appointment to the position.
- The successful candidate will be required to pass a pre-employment drug test.

All combinations of experience and training that demonstrate the ability to perform the work will be considered

**Knowledge of:** Clark County Park Ordinances, public and private recreational facilities and services within the County; laws and regulations governing other recreational activities such as hunting, fishing and boating regulations; proper use of general tools and light duty equipment.

### SALARY

The salary range is \$8.02 - \$9.75 per hour less rent deduction for residence in County dwelling. Hours for this position vary seasonally. Terms of employment such as rent and work hours will be discussed at interview.

### SELECTION PROCESS

1. Application Review: (Pass/Fail) – All applicants must complete a Clark County application and submit it to the Human Resources department by 5:00 p.m. on the closing date. Incomplete applications will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
2. Resume and Cover Letter: (Pass/Fail) – In addition to the regular Clark County application, applicants must complete and submit a resume and cover letter detailing knowledge and experience in the areas mentioned above. Applicants who do not have the supplemental materials will not pass the application review. Candidates deemed most qualified will be invited to participate in the remainder of the selection process.
3. Oral Interview: (Weighted 100%) - The interview will be job related and may include, but not be limited to, the qualifications outlined in the job announcement.

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## **REQUEST AND/OR SUBMIT APPLICATION MATERIALS TO:**

To apply, all application materials must be submitted by 5:00 p.m. on the filing date listed on the front of the recruitment announcement. **POSTMARKS ARE NOT ACCEPTED.** A Clark County application is required unless otherwise noted and supplemental materials (i.e., answers to supplemental questions, cover letter, etc.) may be required and must be submitted with the application. *Please read application materials thoroughly to determine application requirements.*

**Clark County Human Resources Department**  
**1300 Franklin Street - 5th Floor**  
**PO Box 5000**  
**Vancouver, WA 98666-5000**

**FAX (360) 397-2457 / TDD (360) 397-6032**  
**JOB INFO LINE (360) 397-6018**  
**E-MAIL [HRADMIN@clark.wa.gov](mailto:HRADMIN@clark.wa.gov)**  
**INTERNET <http://www.clark.wa.gov>**

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## **THE COUNTY**

Clark County, Washington is a growing community with a population of approximately 328,000, including the City of Vancouver (population 132,000). Located minutes north of Portland, Oregon and with easy access to the Columbia Gorge, Cascade Mountains, and Washington and Oregon Coasts, the region offers abundant cultural and recreational opportunities. Clark County offers excellent livability and a relatively low cost of living. There is no state income tax.

## **EQUAL OPPORTUNITY EMPLOYER**

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, disabled veteran status, veteran status, physical, mental or sensory disability. Women, minorities, veterans, and persons with disabilities are encouraged to apply. Please notify Human Resources of the accommodation needed, preferably at the time of applying, but at least two days prior to the date needed.



For assistance with needed accommodations, please contact the Human Resources ADA Coordinator.  
(360) 397-2468; TTY (360) 397-2445.

## **IMMIGRATION LAW NOTICE**

Only United States citizens and aliens lawfully authorized to work in the United States are eligible for employment. All new employees will be required to complete and sign an Employment Eligibility Verification form and present documentation verifying identity and employment eligibility.

NOTE: This announcement is intended as a general descriptive recruitment guide and is subject to change. It does not constitute either an expressed or implied contract.



proud past, promising future

## Human Resources Department

1300 Franklin Street – 5th Floor/PO Box 5000

Vancouver, WA 98666-5000

PHONE (360) 397-2456 FAX (360) 397-2457

TDD (360) 397-6032

Email: hradmin@clark.wa.gov

www.clark.wa.gov

## EMPLOYMENT APPLICATION

INSTRUCTIONS: TYPE OR LEGIBLY PRINT THIS APPLICATION USING DARK INK ONLY. APPLICATION SHOULD BE FILLED OUT IN ITS ENTIRETY. AN INCOMPLETE APPLICATION MAY DISQUALIFY YOU FROM FURTHER CONSIDERATION.

### GENERAL INFORMATION

POSITION APPLYING FOR		POSTING#	Social Security # (Used for processing -Optional)	
Last Name		First Name	Middle Initial	
Address		City	State	Zip + Four
Home Phone ( )	Work Phone ( )	Cell Phone ( )	Other ( )	
Washington State labor laws restrict some employment from persons under 18 years old. Are you at least 18 years old? Yes [ ] No [ ]		Are you legally eligible for employment in the United States? Yes [ ] No [ ]		
Will you accept: [ ] Regular [ ] Temporary Will you accept: [ ] Full Time [ ] Part Time		Shifts you will accept: [ ] Day [ ] Evening [ ] Night [ ] Weekend		
Have you been convicted or released from prison within the last 10 years? Have you ever been convicted, pled guilty or no contest, or forfeited bond or bail for any crime other than traffic violations (do NOT list any conviction for which the date of conviction or prison release, whichever is more recent, is more than 10 years old)? Yes [ ] No [ ] If Yes, explain below. (A conviction record will not necessarily bar you from employment.)				
Date	Charge	Sentence	Remarks	

### EDUCATION

Name of college, university, vocational school	Major	Full Years Completed	Degree Received Yes / No		Degree/Title	Credit Hours
Indicate any other trades, skills or licenses you possess related to the position. Include licensing state and expiration date.						

## CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER



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EMPLOYMENT HISTORY	
List your applicable work experience, starting with most recent first, including self-employment, military service and volunteer work.	
<b>MOST RECENT POSITION</b>	
Employer:	Dates Employed:
Address:	From To
Position: No. of employees you supervised:	____/____ ____/____
Supervisor: Phone ( )	mm yy mm yy
Specific Duties:	Hours per Week _____ Final Salary _____
Reason for leaving or considering change:	May we contact your current employer? Yes [ ] No [ ]
<b>OTHER EXPERIENCE</b>	
Employer:	Dates Employed:
Address:	From To
Position: No. of employees you supervised:	____/____ ____/____
Supervisor: Phone ( )	mm yy mm yy
Specific Duties:	Hours per Week _____ Final Salary _____
Reason for leaving:	
<b>OTHER EXPERIENCE</b>	
Employer:	Dates Employed:
Address:	From To
Position: No. of employees you supervised:	____/____ ____/____
Supervisor: Phone ( )	mm yy mm yy
Specific Duties:	Hours per Week _____ Final Salary _____
Reason for leaving:	

**Attach additional sheets if necessary to include all work history.**

Be as complete as possible in outlining the duties of each position.

### AGREEMENT, CERTIFICATION AND AUTHORIZATION

I hereby certify, under the penalty of perjury in the State of Washington, that this application contains no willful misrepresentation and that the information given is true and complete to the best of my knowledge and belief. I am aware that should an investigation at any time disclose any such misrepresentation or falsification, my application may be rejected, my name may be removed from consideration or I may be discharged from my employment.

I understand that this application is not intended to be a contract of employment. Many County positions are governed by collective bargaining agreements, which specify terms of employment. Employment for all positions not covered under collective bargaining agreements is "at will." This means that either party can terminate the employment relationship at any time, with or without cause or advance notice.

Signature is required at time of hire.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

**CLARK COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

## EQUAL EMPLOYMENT OPPORTUNITY QUESTIONNAIRE (OPTIONAL)

Clark County is an equal opportunity employer and is committed to providing equal opportunity and access regardless of race, religion, creed, color, national origin, age, sex, physical, mental or sensory disability, sexual orientation, disabled veteran or veteran status. For this purpose, we would appreciate you providing the information below. This is entirely voluntary and will remain CONFIDENTIAL. The information gathered herein will not be provided to supervisors, the appointing authority or other department employees. It will be used for monitoring and for federal reporting purposes only. We appreciate your assistance and cooperation in voluntarily providing this information and in assisting Clark County in ensuring equal employment opportunities for all applicants.

Position Applied For: \_\_\_\_\_ Posting No: \_\_\_\_\_

**GENDER:** Male ☐ Female ☐ **AGE OVER 40:** Yes ☐ No ☐

**ETHNIC GROUP:** If you are more than one race, please indicate one group only for record-keeping purposes.

[Ethnic group categories and definitions are as defined by and reported to the Federal Equal Employment Opportunity Commission.]

☐ *American Indian or Alaskan Native.* Tribal Affiliation: \_\_\_\_\_

☐ *Asian or Pacific Islander:*

☐ *Black (not of Hispanic origin):*

☐ *Hispanic:*

☐ *White (not of Hispanic origin):*

**DISABLED:** Yes ☐ No ☐

People with disabilities are persons with a permanent physical, mental, or sensory impairment, which substantially limits one or more major life activities.

**VETERAN:** Yes ☐ No ☐

**DISABLED VETERAN:** Yes ☐ No ☐

### RECRUITING SOURCE

**Please tell us how you heard about this position** (select only one source):

#### **Publications:**

☐ The Columbian      ☐ The Oregonian      ☐ The Skanner      ☐ El Latino de Hoy  
☐ Seattle Times      ☐ Asian Reporter      ☐ Spokane Review      ☐ The Olympian

#### **Internet Sites:**

☐ Columbian website      ☐ Oregonian website      ☐ Clark County Website      ☐ Seattle Times website  
☐ El Latino de Hoy website      ☐ Other Internet/Website: \_\_\_\_\_

#### **Other Sources:**

☐ Job Hotline      ☐ Job Interest Card      ☐ Clark County Bulletin Board      ☐ College/Career Center Referral  
☐ Acquaintance/County Employee      ☐ Other: \_\_\_\_\_